



GENERAL SERVICES AGENCY

Department of Administration (DOA)

PROCUREMENT TRAINING

**Presented by: Claudia S. Acfalle
Chief Procurement Officer**



Department/Agency Responsibility



- Identify the need;
- After identifying the need a market research is highly recommended;
- Conducting market research will assist in price estimates, what options are available for such requirement or need;



Continued...



- Shall search other similar jurisdictions utilizing the type of equipment or services.
- After conducting a market research the department/agency should have a better understanding of their needs and/or options.
- Specifications must be written as **generic** as possible and must be signed by the individual who prepared the specifications and will be a part of the procurement record.



Continued..



- After completion of specification a purchase requisition is prepared through the **automated** procurement system (AS400);
- The purchase requisition will go through the automated **approval** process;
- Administrative Services Officer (ASO) will determine funds availability, if available ASO will encumber purchase request.



Role of GSA



- Receive purchase requisition through the automated procurement system (AS400);
- Purchase requisition can be entertained or processed by procurement **only** if the status of the purchase requisition is “Encumbered”;
- If status is “Encumbered” the Buyer can now begin the procurement process. The Buyer will assess the purchase requisition to determine what procurement method will be used for such request;



EXAMPLE

GSAACFAC

6/13/13

WRKRQP

22:22:42

Position to requisition number _____

Show Open Only? (Y/N) Y

Type option, press Enter.

2=Change

5=Display

7=Remarks

8=Asgn Buyer

9=RFQ(s)

14=Browse Trn

15=Return

17=Refer Req

21=Print

DeliverDte

Opt	ReqnNumber	RequestDte	AssgnBuyer	DpDv	Reqn_total	Typ	Status
-----	------------	------------	------------	------	------------	-----	--------

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—	Q132000021	5/02/2013	5/02/2013	2000	-----	0	Resubmitted
---	------------	-----------	-----------	------	-------	---	-------------

Encumbrance posted

GSAMESAM

DEPARTMENT OF YOUTH AFFAIRS

F3=Exit

F5=Refresh

F10=Position

F12=Cancel



EXAMPLE

Page 1

DSPRQ

6/13/13

22:27:39

Requisition # : Q132000021
Requisition type : 0
Current assigned buyer . . . : GSAMESAM
Last assigned buyer :

Requisition amount : 50091.35
Transaction add date : 5 2 2013
Encumbrance create date . . : 5 2 2013
Encumbrance cancel date . . :
Encumbrance adjust date . . :
Return flag :

Date added/user : 3/26/2013 DYASALEV
Date updated/user : 6/07/2013 DYASALEV

Enter=Continue F3=Exit

F12=Cancel

Roll=Next/Prev Scn



Page 1

DSPRTRQ

6/13/13

22:28:39

Requisition #. : Q132000021

Department/division. . . . : 20 00

Requisition amount : 50091.35

Return date : 5 2 2013

Return reason. : Returned as per Ven's email 5.2.13

Dept resubmit date : 6 13 2013

Dept resubmit notes. . . . : RESUBMITTED 6 13 2013 WITH AMENDED SPECS

Cleared by department user : DYATOVEJ

Date added/user : 5/02/2013 GSAMESAM

→ Return date

Date updated/user : 6/13/2013 DYATOVEJ

Enter=Continue F3=Exit

F12=Cancel

Roll=Next/Prev Scn



GSASARRT
6/10/13
Position to requisition number
Show Open Only? (Y/N) N

WRKRQP
22:15:28

Type option, press Enter.

2=Change 5=Display 7=Remarks 8=Asgn Buyer 9=RFQ(s)
14=Browse Trn 15=Return 17=Refer Req 21=Print

DeliverDte

Opt	<u>ReqnNumber</u>	<u>RequestDte</u>	<u>AssgnBuyer</u>	<u>DpDv</u>	<u>Reqn total</u>	<u>Typ</u>	<u>Status</u>
—	Q134200001	10/26/2012	10/27/2012	4200	720000.00	E	Open
	Encumbrance posted GSAACFAC GUAM FIRE DEPARTMENT						
—	Q134200002	10/26/2012	10/27/2012	4200	699999.00	E	NO Price Quote
	Encumbrance posted GSAACFAC GUAM FIRE DEPARTMENT						
—	Q134200003	10/30/2012	10/31/2012	4200	40000.00	0	P/O Created
	Encumbrance posted GSAPaulB GUAM FIRE DEPARTMENT						
—	Q134200004	11/15/2012	11/16/2012	4200	565940.00	E	P/O Created
	Encumbrance posted GSAPaulB GUAM FIRE DEPARTMENT						
—	Q134200005	12/27/2012	12/28/2012	4200	1295.00	0	P/O Created
	Encumbrance posted GSAACFAC GUAM FIRE DEPARTMENT						

F3=Exit F5=Refresh F10=Position F12=Cancel



Emergency Procurement Method

continuation



2 GAR Division 4 §3113 Emergency Procurement



- Notwithstanding any other provision of the Guam Procurement Act, the CPO, the Director of Public Works, the head of a Purchasing Agency, or their designee may make or authorize others to make emergency procurement when there exists a **threat to public health, welfare, or safety under emergency conditions**..., provided that the procurement agent must solicit at least **three** informal price quotations, and the bidder that has provided the needed supplies and services to the Government of Guam within the preceding 12 months.



Continued...



Procedure

Upon receipt of a purchase requisition for an emergency procurement through the AS400 and the status is “**Encumbered Posted**” the procurement process is as follows:

- The Buyer will contact the ASO/End-User to provide the justification for the emergency request same day or no later than the next working day upon receipt of request. If the end-user fails to submit the justification as requested the purchase requisition will be returned without action.



Continued...



- The Buyer will review the justification provided by the end-user to make sure it meets the emergency conditions as stated in the 2 GAR Division 4 and the 5 GCA Chapter 5.
- If the justification meets the conditions the Buyer will prepare a “Certification of Emergency” addressed to the Governor of Guam explaining what the emergency situation and request for his approval.



Continued...



- Upon receipt of the Governor's approval, is the start of the procurement process. Before an award is made a copy of the Certification of Emergency approved by the Governor shall be forwarded to the Speaker of the Legislature.
- The Buyer will prepare the request for quotation (RFQ) form to solicit from at least 3 vendors that has provided such supplies or services within the last preceding 12 months to the government of Guam.



Continued...



- The Buyer will fax the RFQs to the 3 vendors same day or no later than the next working day upon receipt of approval of the Certificate of Emergency. The RFQ will indicate that goods must be delivered in 30 days.
- The Buyer will attach the fax confirming sheet as evidence that GSA solicited to at least 3 vendors. The Buyer will inform the vendors that there is an emergency in effect and we need the price quotations to be provided as soon as possible or immediate.



Continued...



- Upon receipt of the price quotations the Buyer will in-put the vendor prices into the AS400 system to create the abstract form same day or no later than the next working day upon receipt of quotation.
- Upon completion of the abstract the Buyer will prepare the purchase order and award to the lowest responsible and responsive bidder upon approval by the CPO.



Continued...



- Upon approval by the CPO the Buyer will follow-up with the department/agency to make sure a copy of the receiving report is provided to GSA to complete the procurement file.



Continued...



- The Buyer will fax the RFQ to the vendors requesting for price quotation.
- The Buyer will follow-up with the vendors and explain to the vendor that there is an emergency situation



Small Purchase Method

Continuation



2 GAR Division 4 § 3111(c) Competition for Small Purchases of Supplies or Services Between \$500 and \$25,000.



➤ (1) Procedure.

Insofar as it is practical for small purchases of supplies or services between \$500. and \$25,000. no less than three positive written quotations from businesses shall be **solicited**, recorded and placed in the procurement file. Awards shall be made to the lowest responsible and responsive bidder.

➤ (2) Records.

The names of the business and authorized personnel submitting quotations to include the date and amount of each quotations shall be recorded and maintained as a public record.



Small Purchase Procedure



- A purchase requisition shall be submitted via the automated procurement module (AS400).
- The status of the purchase requisition has to be “**Encumbrance Posted**” before the Buyer can begin the procurement process as follows:



EXAMPLE

GSAACFAC
6/12/13
Position to requisition number
Show Open Only? (Y/N) N

WRKRQP
17:57:46

Type option, press Enter.
2=Change 5=Display 7=Remarks 8=Asgn Buyer 9=RFQ(s)
14=Browse Trn 15=Return 17=Refer Req 21=Print

	<u>RegnNumber</u>	<u>RequestDte</u>	<u>DeliverDte</u>	<u>AssgnBuyer</u>	<u>DpDv</u>	<u>Regn_total</u>	<u>Typ</u>	<u>Status</u>
—	Q132300072	2/13/2013	12/13/2013	2300			E	Resubmitted
	Encumbrance posted		GSACRUZA	DEPARTMENT OF MENTAL HEALTH & SUBSTANCE				
—	Q132300073	2/14/2013	3/01/2013	2300			0	Returned
	Encumbrance canceled		GSACRUZA	DEPARTMENT OF MENTAL HEALTH & SUBSTANCE				
—	Q132300074	2/14/2013	2/18/2013	2300			0	P/O Created
	Encumbrance posted		GSAACFAC	DEPARTMENT OF MENTAL HEALTH & SUBSTANCE				
—	Q132300075	2/14/2013	2/18/2013	2300			0	P/O Created
	Encumbrance posted		GSAACFAC	DEPARTMENT OF MENTAL HEALTH & SUBSTANCE				
—	Q132300076	2/18/2013	2/20/2013	2300			0	P/O Created
	Encumbrance posted		GSALLANP	DEPARTMENT OF MENTAL HEALTH & SUBSTANCE				

F3=Exit F5=Refresh F10=Position F12=Cancel



Copy of Purchase Requisition EXAMPLE



REQUISITION					
				REQUISITION #: Q130280214 APPROPRIATION: 5101H110280HS1HA250	
TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR				ENCUMBERED DATE 6/12/2013	
SUBMITTED BY:					
Quenga, Marie T. -Office of Homeland S				SIGNATURE	
AUTHORIZED DEPARTMENT REPRESENTATIVE				DATE	
DEPARTMENT/DIVISION: STATE HOMELAND SECURITY PROGRA REQUEST DATE: 6/06/2013					
ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
1	SAMSUNG 50 INCH LED HDTV OR SIMILAR MODEL:UN50EH TO BE USED IN THE: INITIAL OPERATING FACILITY (IOP)	EA	2	1499.00	2998.00
2	INSTALLATION CHARGE	EA	1	180.00	180.00
AUTHORIZED PERSONNEL: LUCILLE PALOMO KENNY ARTERO					
TOTAL =====>					3178.00
JUSTIFICATION: SUGGESTED VENDOR MICROPAC 646-9304					
** PRINT NAME & SIGN			() APPROVAL () DISAPPROVAL		
RECEIVED BY (CERTIFYING OFFICER)			APPROVING AUTHORITY (DIRECTOR)		
			3		



Continued...



- The purchase requisition status is “**Encumbrance Posted**” the Buyer will now prepare the Request for Quotation (RFQ) through the informal process same day or no later than the next working day from the date of encumbrance posted status.



Continued...



- The Buyer will fax the RFQs to the vendors noted on the AS400 system same day the RFQs are printed.
- The Buyer will attach the fax confirming sheet to the purchase requisition. The vendors are given 3 days to respond to the RFQs.



Preparation of Request for Quotation via AS400 EXAMPLE



GSAACFAC		PRCRFQ3		
6/12/13		18:30:49		
Request for quote number: RFQ13003369				
Submission date 6 12 2013				
Quotation due date. 6 17 2013				
<div>Enter vendors for which letters of quotation should be prepared</div>				
<u>D7271501</u>	DIMENSION SYSTEMS	<u>671</u>	<u>6462006</u>	<u>N</u>
<u>C0096104</u>	COMPUTER 2000	<u>671</u>	<u>6465095</u>	<u>N</u>
<u>S0098307</u>	SANFORD TECHNOLOGY GROUP AND	<u>671</u>	<u>6470800</u>	<u>N</u>
—		—	—	—
—		—	—	—
—		—	—	—
F3=Exit F4=Prompt > F6=Process F12=Cancel				



Copy of Request for Quotation (RFQ) EXAMPLE



REQUEST FOR QUOTATION						
BUYER : Mesa, Maryann TELEPHONE: 475-1705 FAX NO. : 475-1727		- GSA Tenda				
Please respond as soon possible but no later than: 6/17/2013		Requisition Number: Q130280214 RFQ #: RFQ13003371		Date: 6/12/2013		
VENDOR: AGANA, GU 96932 Phone (671) 646-9304 Fax (671) 646-9306		PLEASE FURNISH PRICE QUOTE, DELIVERY TIME AND TERMS BASED ON F.O.B. DESTINATION FOR THE ITEMS LISTED BELOW. PLEASE RESPOND BY THE ABOVE DATE.				
Quoted by Print/Signature:		Quote Date:		Phone Number:		
** Delivery Date Required:		The party making the foregoing bid is genuine and that said bidder agrees, that they are fully aware and is in compliance with Title 5 G.C.A. Chapter 5 - 5801 and 5802 Wage Determination, and that the attached is the most recent issued by U.S. D.O.L. for the positions required to implement the required service as per the following specification. Therefore, under penalty of perjury, I certify that the facts stated above are true. signature _____ date: _____				
** Delivery Date Offered:						
Terms:						
Prices good for: _____ Days						
1. Offering Recycle Products () YES () NO 2. Offering Biodegradable Products () YES () NO Please separate your offer of recyclable and/or biodegradable products from regular products.						
THIS IS NOT AN ORDER						
ITEM	DESCRIPTION - OR EQUAL	QTY	UOM	UNIT PRICE	TOTAL PRICE	AVAILA- BILITY
1	SAMSUNG 50 INCH LED HDTV OR SIMILAR MODEL: UN50EH TO BE USED IN THE: ENETAL OPERATING FACILITY (IOF)	2	EA			
2	INSTALLATION CHARGE	1	EA			
NOTE: The Government of Guam encourage offers of "EARTH FRIENDLY" products. COMMITTED TO EXCELLENCE						



The status of the purchase requisition now reads "Missing Vendor Reply" EXAMPLE

GSAACFAC	WRKRFD
6/12/13	18:38:41
Position to requisition number <u>0132300072</u>	
Type option, press Enter.	
2=Change	4=Delete
5=Display	7=Quotes
9=Close RFQ	
Opt	<u>ReqnNumber</u>
	<u>Line</u>
	<u>Description</u>
	<u>ClosedDate</u>
	<u>Status</u>
—	Q132300072
	RFQ13003369
1	TO PURCHASE DESKTOP COMPUTERS
	DESCRIPTION AS FOLLOWS:
	Missing Vnd Reply
F3=Exit	F5=Refresh
F6=Add	F12=Cancel



After the RFQ expiration date the Buyer will in-put the vendor quotes (prices) into the AS400 to generate the abstract form.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

GSAACFAC PRCPQD
6/12/13 19:21:26

RFQ # : RFQ13003369 ReqnType: E Reqd Qty:
Requisition, line # : Q132300072 1 UOM . . . : EA Line Amt: 6,432.00
Description : TO PURCHASE DESKTOP COMPUTERS
Blanket Purchase? RFP? MoreDesc? _

TimDlv	Qty	UOM	Unit Price	Extension	Dsc %	LclP%	Line amount
<u>AwardQty</u> <u>BPA award amt</u>							
D7271501 DIMENSION SYSTEMS (S&H)							
	3	EA	20.000	60.00			60.00
S0098307 SANFORD TECHNOLOGY GROUP AND (S&H)							
	3	EA	21.000	63.00			63.00
C0096104 COMPUTER 2000 (S&H)							
	3	EA	22.000	66.00			66.00

TotQty
F3=Exit F6=Process F12=Cancel Total award w/S&H:

MA a MW

The cursor is on row 6, column 24.
Input is not inhibited.
Insert Mode is off.
Caps Lock is off. 3270 Numeric Lock is off.

1902 - Session successfully started

start GovGuam GSA Mail - I... Microsoft PowerPoint ... Session A - [24 x 80] Desktop 7:21 PM



Copy of Purchase Order EXAMPLE



PURCHASE ORDER		TRAN CODE	
GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM		4793	
148 Route 1 Marine Drive P.O. Box 96925		THIS PURCHASE ORDER NUMBER No. P136A04793	
F.O.B.		DATE 8/11/2018	
AIR FREIGHT TEL. CONTACT		JOB ORDER NO. 131013103230	
SHIP VIA		OBJCT 230	
PREPAID-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE			
TO:		VENDOR	
MARIANAS VARIETY 211 ROJAS STREET SUITE 204 TAMUNING, GU 96913-0216 Telephone: 671-643-1924 Fax: 671-648-2007		M0097073	
CONSIGNEE, DESTINATION & MARKING		SHIP TO	
DEPARTMENT OF CORRECTION 1111 MARINE AVENUE P.O. BOX 3236 HAGATNA, GU 96932-0000 STATE CRIMINAL ALLEN ASST PROC			
AUTHORITY		DISCOUNT TERMS:	
3111701			
INVITATION NO.		CONTRACT NO.	
TIME FOR DELIVERY		EXPIRING	
30 DAYS			
ITEM		ARTICLES OF SERVICES	
1		2 DAY	
128.000		256.00	
Q131310011			
FAC			
REMARKS TO ORDER THE POST OF RECEIVED BY THE GOVERNMENT OF GUAM INCLUSIVE OF BUT NOT LIMITED TO TAXES, FEES, AND RETURNED CHECKS OTHER DAMAGES, PENALTIES, AND ATTORNEY'S FEES, AFTER FAILURE TO PAY ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101.9 OF THE CAR.			
NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the Government plus for accordingly.			
SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		256.00	
A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.		↑ TOTAL	
SIGNATURE:		NAME	
Claudia S. Acfalle		Chief Procurement Officer	
TITLE			
Control No.		MASTER RECEIPT COPY	



Continued...



➤ Deliverables.

When Supplies are delivered to department/ agency the responsibility of the department/ agency is to enter the invoice into the AS400 system same day or no later than the next working day upon receipt of goods or supplies. Failure to comply with this process goods or supplies will be delivered to GSA and department/agency will pick-up goods or supplies at GSA.



Continued...



➤ Receiving Report Form.

Upon receipt of goods or supplies department/ agency shall complete the Receiving Report Form and submit the original copy and the invoice to accounts payable section at DOA. A copy of the receiving report and invoice shall be submitted to GSA to close the procurement process.



Blanket Purchase Agreement (BPA) Method

continuation



2 GAR Division 4 §3112 Blanket Purchase Agreement (BPA)



General.

- A BPA (1) is a simplified method of filing anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply and is to be used only if the services or supplies cannot be properly identified as to the quantity and the type of services or supplies required.



Continued...



Purchase under BPA.

- Purchases under BPAs shall not exceed \$25,000. for supplies or services.
- The existence of a BPA does not justify purchasing from only one source. Whenever possible, the CPO, the Director of Public Works, or the head of a purchasing agency must provide for equal distribution of the BPA to at least three separate vendors.



Continued...



Review Procedure.

- The CPO, the Director of Public Works, or the Purchasing Agency, shall review a sufficient random sample of the BPA files at least annually to ensure that authorized procedures are being followed.
- Ensure that each BPA is reviewed at least annually and , if necessary updated at that time



Blanket Purchase Agreement (BPA)



- Purchase Requisition is entered via the AS400 system. The status of the purchase requisition is “**Encumbrance Posted**”. The Buyer shall proceed with procurement process as follows:
- When using the BPA method of procurement the Buyer shall award to three vendors equally divided in the dollar amount.



Continued...



- The purchase order shall indicate the authorized individual to purchase under the BPA.
- The purchase order shall indicate that the “purchase order shall expire September 30, 20____, or upon exhaustion of funds” whichever occurs first.



Continued...



- Tally Sheet. A tally sheet is required for each BPA procurement file. The tally sheet is used to monitor and ensure department/agency does not exceed the amount indicated on the purchase order; and
- The tally sheet is also a tool established by the CPO to monitor purchases to ensure that unauthorized purchases are not made relative to the BPA.



EXAMPLE



PURCHASE ORDER		TRAN CODE 0274	
GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM		THIS PURCHASE ORDER NUMBER No. F136A00274	
148 Route 1 Marine Drive P.O. Box 96925		MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE ETC.	
F.O.B.		DATE 10/09/2011	
AIR FREIGHT CONTACT SHIP VIA:		JOB ORDER NO. 42101300220	
PREPAID-SHOW SHIPPING CHARGES AS SEPARATE REM ON INVOICE		CBLCL 230	
VENDOR	TO:	VENDOR	SHIP TO
	AMERICAN PRINTING CORPORATION 256 CHALAM SAN ANTONIO ROAD TAMUNING, GU 96911-0046 Telephone: 671 545-7873 Fax: 671 549-0712	A0656601	CONSIGNEE, DESTINATION & MARKING GUAM FIRE DEPARTMENT (GFD) 621 EAST SUNSET BLVD. TITAN,, GU 96913-0000 GFD ADMIN & OPERATIONS SUPPORT
AUTHORITY 3112.1	INVOICING NO.	CONTRACT NO.	TIME FOR DELIVERY AS NEEDED
EXPENSE DISCOUNT TERMS			
ITEM	ARTICLES OF SERVICES	QTY	UNIT PRICE
	BLANKET PURCHASE AGREEMENT:		AMOUNT
	ISSUED TO COVER THE COST FOR PRINTING AND COPYING SERVICES (LABELS, STICKERS, BANNERS, ETC.) TO BE DRAWN ON AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDER AND EXPIRING SEPTEMBER 30, 2013 OR UPON EXHAUSTION OF FUNDS, WHICHEVER OCCURS FIRST.		800.00
	AUTHORIZED PERSONNEL: FPI RICHARD COTELESSE, CPT. ED POPPE, TANTA BEJADO, LILLIAN TUDELA.		DOCUMENT NUMBER
	NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly. To be coordinated between the agency and vendor. THE CHIEF PROCUREMENT OFFICER WILL CONDUCT PERIODICALLY REVIEW TO DETERMINE COMPLIANCE WITH THE GUAM PROCUREMENT LAWS.		0134210018
SPECIAL INSTRUCTIONS TO VENDOR:		800.00	
A. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 984, AGANA, GUAM 96910. B. INVOICE IN THIRTY (30) DAYS UPON RECEIPT OF PURCHASE ORDER IN GUAM IN GOOD CONDITION. C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. D. IF THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND NO GENERAL TERMS AND CONDITIONS SPECIFIED ON THE B.O. E. IF ON ALL AIR SHIPMENTS HAVE AIR FREIGHT CONTACT CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.		A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.	
ADVANCE PAYMENT AUTHORIZATION		TOTAL	
PAGE		SIGNATURE	
ENCLOSURE		Claudia S. Acfalle	
		NAME	
		Chief Procurement Officer	
		TITLE	

Control No. MARKED RECEIPT COPY



EXAMPLE



PURCHASE ORDER		TRAN CODE 0275			
GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive P.O. Box 96925		THIS PURCHASE ORDER NUMBER No. P135A00275 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE ETC.			
F.O.B.		SHIP VIA			
SHIP FREIGHT TEL. CONTACT		DATE 10/09/2012			
SHIPMENT NO. 230		JOB ORDER NO. 421013002230			
PREPARED-SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					
TO: ELITE PRINTING P O BOX 22349 GU MAIN PAC. GU 96921 Telephone: 571 646-3077 Fax: 571 649-7656		VENDOR E6666601			
SHIP TO: GUAM FIRE DEPARTMENT (GFD) 621 EAST SUNSET BLVD. TIYAN,, GU 96913-0000 GFD ADMIN & OPERATIONS SUPPORT					
AUTHORITY 3112.1		INVESTIGATION NO.			
CONTRACT NO.		TIME FOR DELIVERY AS NEEDED			
EXPENSE		DISCOUNT TERMS			
ARTICLES OF SERVICES		QTY			
UNIT		UNIT PRICE			
AMOUNT		DOCUMENT NUMBER			
FAC					
BLANKET PURCHASE AGREEMENT: ISSUED TO COVER THE COST FOR PRINTING AND COPYING SERVICES (LABELS,STICKERS,BANNERS,ETC.) TO BE DRAWN ON AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDER AND EXPIRING SEPTEMBER 30,2013 OR UPON EXHAUSTION OF FUNDS,WHICHEVER OCCURS FIRST. AUTHORIZED PERSONNEL: FFI RICHARD COTELESSE, CPT. ED POPPE,TANYA SEJADO, LILLIAN TUDELA. NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR "UNAUTHORIZED" PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes,fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor THE CHIEF PROCUREMENT OFFICER WILL CONDUCT PERIODICALLY REVIEW TO DETERMINE COMPLIANCE WITH THE GUAM PROCUREMENT LAWS.		800.00		G134210018	
SPECIAL INSTRUCTIONS TO VENDOR: A. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 984, AGANA, GUAM 96913. B. RETURN IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. D. IF THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS AND NO GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. E. IF ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.		800.00		A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. INSERT CHANGES AND RETURN THIS ORDER FOR APPROVEMENT.	
ADVANCE PAYMENT AUTHORIZATION		SIGNATURE: Claudia S. Acfelle		TITLE Chief Procurement Officer	
PAGE 1 OF 1		NAME		TITLE	

Control No. MASTER RECEIPT COPY



EXAMPLE



PURCHASE ORDER		TRAN CODE	
GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive P.O. Box 96925		THIS PURCHASE ORDER NUMBER No. P136A00276 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L CORRESPONDENCE ETC.	
F.O.B.		SHIP VIA:	
PREPARED BY: SHIPPING CHARGES AS SERVICE ITEM ON INVOICE		DATE: 10/09/2012	
JOB ORDER NO. 421013002230		CIBCL: 230	
VENDOR TO:		CONSIGNEE, DESTINATION & MARKING	
VICTORIA PRINTING AND GRAPHICS INC. P.O. BOX 10983 TAMUNING, GU 96931 Telephone: 671 649-4581 Fax: 671 649-4582		GUAM FIRE DEPARTMENT (GFD) 621 EAST SUNSET BLVD. TITAN., GU 96913-0000 GFD ADMIN & OPERATIONS SUPPORT	
VENDOR VZ456601		SHIP TO	
AUTHORITY 3112.1		DISCOUNT TERMS	
INVOICE NO.		CONTRACT NO.	
TIME FOR DELIVERY AS NEEDED		EXPENSE	
ARTICLES OF SERVICES		QTY.	
UNIT		UNIT PRICE	
AMOUNT		DOCUMENT NUMBER	
FAC			
BLANKET PURCHASE AGREEMENT:		800.00 Q134210018	
ISSUED TO COVER THE COST FOR PRINTING AND COPYING SERVICES (LABELS, STICKERS, BANNERS, ETC.) TO BE DRAWN ON AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDER AND EXPIRING SEPTEMBER 30, 2013 OR UPON EXHAUSTION OF FUNDS, WHICHEVER OCCURS FIRST.			
AUTHORIZED PERSONNEL: FF1 RICHARD COTELESSE, CPT. ED POPPE, TANTA BEJADO, LILLIAN TUDELA.			
NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the Government plus for of Guam inclusive of but not limited to taxes, fees, and returned checks accordingly. other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor THE CHIEF PROCUREMENT OFFICER WILL CONDUCT PERIODICALLY REVIEW TO DETERMINE COMPLIANCE WITH THE GUAM PROCUREMENT LAWS.			
SPECIAL INSTRUCTIONS TO VENDOR:		800.00	
A. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF SERVICE TO DESIGN OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 984, AGANA, GUAM 96913.		A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.	
B. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM. IN GOOD CONDITION.		↑ TOTAL ↑	
C. THIS ORDER IS SUBJECT TO CONDITIONS ON REVERSE SIDE.		INVERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.	
D. IF THE ORDER IS SUBJECT TO THE SPECIAL PROVISIONS AND NO GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS NO.			
E. IF ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.			
ADVANCE PAYMENT AUTHORIZATION		SIGNATURE: <i>Klaudia S. Acfalle</i>	
ENCLOSURE		NAME: Klaudia S. Acfalle	
PAGE:		TITLE: Chief Procurement Officer	

Control No. MARKED RECEIPT COPY



Sole Source Procurement Method

continuation



2 GAR Division 4 § 3112 Sole Source Procurement



Condition for use of Sole Source.

- Sole source procurement is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item. The following are examples of circumstances which could necessitate sole source procurement:



Continued...



- (1) Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
- (2) Where a sole supplier's item is needed for trial use or testing;
- (3) Where a sole supplier's item is to be procured for resale;
- (4) Where public utility services are to be procure;
- (5) Where supplies are offered through bankruptcy or receivership sales, or other disposition at lower than prevailing market prices.



Continued...



Sole Source Procedure.

- When a purchase requisition is entered through the AS400 system and is \$25,000. and above the department/agency indicates sole source.
- The Buyer will review the request for sole source to ensure it meets the conditions for use of sole source pursuant to 2 GAR Division 4 § 3112 or the 5 GCA § 5214.



Continued...



- The Buyer will also check Request for Interest issued by GSA once every fiscal year to test the market if any new company may have been established for the different requirements at least annually.
- The Buyer will request from the department for a justification letter justifying the need for sole source if it is for compatibility purposes or warranty.



Continued...



- Once the Buyer receives the letter from the vendor the Buyer will follow up with the department/agency if any negotiations took place if yes, the Buyer will request from the department/agency for a copy to be submitted for the procurement file.
- Once the Buyer receives all the necessary documents the Buyer will prepare the standard inter-office memorandum for the CPO's approval together with the purchase order.



Continued...



- Pursuant to 5248 GSA is required to submit annually all purchases made under sole source procurement to the Legislature.



EXAMPLE



Eddie Baza Calvo
Governor

Benita A. Mangiona
Director
Director

GSA

GENERAL SERVICES AGENCY
(Ahensian Setbision Hinirat)
Department of Administration
148 Route 1 Marine Drive, Piti, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 475-1716

Ray Tenorio
Lieutenant Governor

Anthony C. Blaz
Deputy Director
Deputy Director

DATE: _____

INTEROFFICE MEMORANDUM

TO: File
FROM: Buyer
SUBJECT: Request for Sole Source Procurement and Determination
Reference: Requisition No. _____ Date: _____

Based on our review of this document, the sole source method of procurement is justified as follows:

(X) Direct to () Publisher; () Only Source available at the time the materials/services are needed; () Only distributor/agent.

() Award based on the compatibility of equipment, accessories, or replacement parts.

() Items, equipment or materials are standard and uniform to the government.

() Item is needed for trial use or testing.

() Item is to be procured for resale.

() Public Utility Services are to be procured.

() Supplies are offered through bankruptcy or receivership sales, or other disposition at lower than prevailing market prices.

() Other(s): _____

In view of the above, we have determined that the request by _____
for the procurement of:

_____ has met the test for sole source as stated in Section 3112 of the Guam Procurement Regulations. Therefore, this sole source procurement is in the best interest of the Government of Guam and the tax payers of Guam.

Submitted by: _____
Ilanes, Paul T.

Concurred:

{ } Approved
{ } Disapproved

Claudia S. Acfalle
Chief Procurement Officer



EXAMPLE



Accountability	Impartiality	Competence	Openness	Val
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JUN 1 1995

GENERAL SERVICES AGENCY PROCEDURAL DIRECTIVE 95-01

To: All Departments and Agency Heads

Attn: Department/Agency Procurement Staff

From: Chief Procurement Officer

Subject: Procurement Procedure for Memberships, Subscriptions, Registration or Entrance Fees and Postal Services

Almost 99% of the above-subject services require payment prior to the effective date of the service. In order to eliminate unnecessary delays, the following is to be implemented when processing such order:

- Subscriptions/Membership (Associations)
 - All orders must be accompanied by leaflets (brochures) showing price, description and complete mailing address.
 - The following notation shall be inscribed on the face of the purchase order (sample inscription):
 - Payment for (1 year) subscription of (number of issues).
 - Payment for (1 year) membership dues. Duration period from to
- Postal Services

Indicate the service period on the requisition. Example: Postal services from to
- Registration/Entrance Fees

Indicate the commencement date of the activity.

If the vendor requires payment for the above services, please cite "Payment must accompany purchase order before mailing" on the face

Commonwealth



Eddie Bazu Calvo
Governor

GSA General Services Agency

(Ahension Setbision Hinirat)
Department of Administration
Government of Guam

148 Route 1 Marine Drive Corps, Piti, Guam 96915
Tel: 475-1707-13 Fax: 472-4217/475-1716/475-1727



Ray Tenorio
Lt. Governor

THIS ADVERTISEMENT WAS PAID WITH GOVERNMENT FUNDS BY:
GENERAL SERVICES AGENCY

TO ALL INTERESTED VENDORS

The General Services Agency (GSA) is in the process of establishing a list of vendors willing to provide maintenance service and/or supplies to the government of Guam. Please inquire and pick up a list of the needed maintenance, service and/or supplies from the General Services Agency in Piti under RFI-12-001 (i.e. swimming pool cleaning supplies such as chlorine; maintenance program for surveillance equipment such as CCTV's to include parts and supplies; maintenance program for I-Series communication equipment; air-time services, parts and equipment for an I-Connect base communication system, must be compatible to an I-Connect Base two-way communication radio system; software license maintenance services for the GPD Law Enforcement Records Management Systems (LERMS); Metro Ethernet Services; AGUPA Systems & PAGU Systems maintenance and support services (DPHSS); PHPRO Software maintenance technical support (DPHSS); 3501 Detection System service (Guam Libraries); Software Maintenance - Horizon (Guam Libraries); Alarm System Monitoring/Maintenance/Patrol Alarm Response (Dept. of Rev & Tax, DPHSS); Software Maintenance for iSeries Host Based Systems (DRT); Mass Transit Services (GRTA); Programming/Coding of Election Ballots & E Proms (GEC); Maintenance & Inspection of 4MSSO Tabulating machines & Election Site Support (GEC); Web Site Maintenance (DMHSA); Annual Software Assurance Licenses (DLM); Annual Uniface Software Maintenance (DLM); Software Support/Maintenance for pharmacy system (DMHSA); Technical Support Services for FIRM/AS400 (BACIS) for Dept. of Administration; Maintenance of GSA Procurement Module (DOA); Smartnet maintenance (GPD); copier equipment maintenance; etc.

All interested vendors shall submit a letter of interest to GSA, to include a copy of business license, company address, contact name, phone number, fax number and email address to the following address no later than March 30, 2012.

Department of Administration
c/o Chief Procurement Officer
General Services Agency
148 Route 1 Marine Corps Drive
Piti, Guam 96915

We look forward to your interest in doing business with the Government of Guam, General Services Agency, Department of Administration.



EXAMPLE



TO ALL INTERESTED VENDORS
WILLING TO PROVIDE THE FOLLOWING SERVICES AND/OR SUPPLIES TO
THE GOVERNMENT OF GUAM

SERVICES AND/OR SUPPLIES FOR THE GOVERNMENT OF GUAM	
1	Provide Proficiency Test Services for SRHC Laboratory's CLIA & CCT.
2	Provide Renewal of Proficiency Testing for DPHSS Central Laboratory.
3	Provide Publication: 2013 Medicare & Medicaid Reimbursement Update
4	Provide ABC's Scoring & Diagnostic Profile Fee for Water/Wastewater Operator Certification Program.
5	Provide ETREBY Software Maintenance & Workstation Fee.
6	Provide Regular Certification of Compliance Fee (DPHSS' Bureau of Communicable Disease Control, Central Lab).
7	Monitoring and Maintenance of Security Alarm System Cybertec equipment.
8	Provide Jet Ski Repair Service - for "Kawasaki".
9	Provide dedicated 10MB Connection from GFD to GGWN via Aerial Fiber.
10	Provide "National Advertisement": of Health Professionals Position in recruitment "JADA" ("Journal of the American Dietetic Association") "for Public Health Nutrition Specialist - Position #6073.)
11	Provide Potable Water Coliform Microbe WS Proficiency Testing Samples.
12	Provide Annual Maintenance Support for Immunization Program WebIZ Immunization Registry System.
13	Provide Annual Maintenance: Checkpoint Firewall (DPHSS).
14	Provide Intrusion Monitoring and Service; Opening and Closing Reports.
15	Provide Incinerator Services (for Customs & Quarantine.
16	Provide Airtime for Guamcell Digital Pagers.
17	Upgrade of Workstation Accessories (original installed by Hanssem Pacific Co.) to continue with existing warranty, or M80 existing warranty.
18	Posting Job Openings on the Health Career Network for: Psychiatrists (BE & BC), Clinical Psychologists, Psychiatric Social Workers, Occupational Therapists, Recreational Therapists, Physical Therapists, Speech Language Clinicians, and Community Nutritionists.
19	Unlimited Airtime - Radios; for i5 Series Motorola 2-way Radios.
20	Provide Machine Maintenance: IBM 9406 iSeries 825 Server OS1400 and i5/OS Software.
21	Provide Microbiological supplies and materials: Colilert R, Colilert-18 R, and Enterolert TM.
22	Provide 8 Hour Hazardous Waste Operations (Hazwoper) and Emergency Response/Hazardous Materials Technician Annual Refresher Training.
23	Provide Machine Printer Maintenance: IBM 9406 iSeries 825 Server.
24	Provide Maintenance & Support for AGUPA-O & PAGU Systems.
25	Provide Service Maintenance for Canon Copiers.
26	Provide Refill of Oxygen Bottles.
27	Training in Maritime Archeology ("Coastal & Maritime Archeology" and Intensive Field School.
28	Provide Maintenance Service of Diagnostic Equipment (SRHC-DPHSS).
29	Mass Transit: Demand Response; Fixed Route Service, Para Transit Service.)
30	Provide Annual Fee for: Software License 65-1800 and 65-1801 (Southern & Northern Region Community Center).
31	Provide Renewal of Online Subscription to the Law Net Corp.
32	Cable TV Services.
33	Refill of 280 CF Ultra High Purity Argon Gas Cylinders and 200 CF 95% Argon 5% Hydrogen.
34	Provide Repair Service for GFD Ambulances, Fire Trucks & Forestry Units not covered under warranty.



EXAMPLE



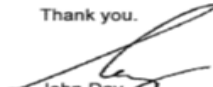
MEMORANDUM

January 24, 2013

To Whom It May Concern:

I am writing to certify that Pacific Data Systems is currently the only authorized distributor to provide products, supplies, and services for Pitney Bowes in Guam.

Thank you.


John Day
President/COO

185 Ilipog Drive, HBC Suite 204A, Tamuning, GU 96913
Main: (671) 300-0200 | Fax: (671) 300-0265 | www.pdsguam.com



EXAMPLE



Pitney Bowes (Asia Pacific) Pte Ltd
10 Hoe Chiang Road, #16-06
Keppel Towers, Singapore 089315
Tel: (65) 6499 9288
Fax: (65) 6223 0737
Company Reg. No.: 200710530M

TO : Claudia S. Acfalle
Chief Procurement Officer
General Services Agency
148 Route 1 Marine Drive
Piti, GU 96915


Dear Madam,

Authorised Dealer in Guam

This is to certify that Pacific Data Systems, with its registered office address at 185 Ilipog Drive, Suite 204A, Tamuning, GU 96913, is currently our sole source authorised dealer for Pitney Bowes products and services in Guam.

The authorization is valid for 1 year from date of issue, unless otherwise notified to you.

Yours sincerely,
For and on behalf of Pitney Bowes (Asia Pacific) Pte Ltd


Adelene Ong
Vice President, Channels & Alliances
Asia Pacific, Middle East & Africa
Pitney Bowes (Asia Pacific) Pte Ltd



EXAMPLE



Distributorship certi_Tech evo.jpg - GovGuam GSA Mail

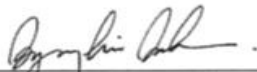
Page 1 of 1

Certificate of Distributorship

This is to certify that the undermentioned firm is an authorized distributor of Recognition Systems Handkey and Handpunch hand reader in the territory of Guam, Micronesia and the Mariana Islands. And it is valid until December 31th 2010.

Firm Name: Tech Evo

Representative: Michael B. Kumar


Park, Byoung Hwi / Sales General Manager
Ingersoll Rand Security Technologies
Jan 1th, 2010



<http://mail.google.com/a/gsa.guam.gov/?ui=1&view=att&th=127cb5e6c17e288f&attid=0.1&disp=inline&zw>

4/5/2010